



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Monday, February 23, 2015

10:00 AM

City Hall Conference Room, 416 N. Franklin Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order 10:10 a.m.

ROLL CALL

Present: 7 - Doug Hammerstrom, Dave Turner, Linda Ruffing, Ginny Feth-Michel, Rosana Cimolino, Victor Damiani and Brenda Jourdain

APPROVAL OF MINUTES

1. [15-045](#) Approve Minutes from October 1, 2014 Finance and Administration Committee Meeting

A motion was made by Councilmember Turner, seconded by Councilmember Hammerstrom, that these Committee Minutes be approved for council review. The motion carried by a unanimous vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

1. [15-043](#) Receive Presentation by Moss, Levy & Hartzheim on the Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2014 for the City of Fort Bragg and Fort Bragg Municipal Improvement District No. 1

Assistant City Manager Ginny Feth-Michel reviewed the Summary Report prepared for this item and introduced Finance Director Rosana Cimolino and Dereck Rampone CPA from Moss Levy & Hartzheim to explain the June 30, 2014 CAFRA and respond to questions.

The following was noted during discussion of this item:

- * Derek Rampone explained the "Statement of Net Position" regarding total assets and liabilities.
- * The Committee asked about the unassigned fund balance. Rosana Cimolino explained that the City is in an excellent position at 53% of total general fund expenditures.
- * Proprietary Funds statement of revenue and expense: Doug Hammerstrom asked how internal services funds fit into the picture. Rosana Cimolino explained that internal service fund strives to build up a replacement reserve for unforeseen expenditures. Dave Turner asked if the water plant needs pumps, can we use funds in the internal service fund. Linda Ruffing noted we would use the reserves in that situation.
- * Derek Rampone explained the Successor Agency deficit indicating it related to the long term debt

and the wind down of the Agency.

*The Dave Turner asked why we are holding money markets funds as an investment. Rosana Cimolino replied this is in accordance with the City's Investment Policy. Doug Hammerstrom request the FAC look the investment policy at a future meeting.

* Linda Ruffing noted that Other Post Employment Benefit (OPEB) obligation liability are down from last year and will continue to diminish over time.

* Doug Hammerstrom asked if there is an advantage to paying the PERS side fund. Linda Ruffing replied yes, we need to look at it in the FY 15/16 budget.

This Staff Report was received and filed: no action was required as it was information only.

2. [15-044](#) Consider Citizen Request that Council Agendize a Discussion of Making Fort Bragg a TransPacific Partnership (TPP)-Free Zone

No Summary Report was prepared for this item. A letter and sample resolution was presented.

The following was noted during discussion of this item:

*Dave Turner explained the letter from Jessie Lee, Agnes Woolsey and Irene Malone.

*Doug Hammerstrom suggested a discussion on how these things are affecting us economically.

* Dave Turner recommended that this item needs future discussion by the FAC.

Committee consensus was to continuing this item to the March 4th Finance and Administration Committee for further discussion.

3. [15-046](#) Discuss Status of Efforts to Restructure the Countywide Business Improvement District for Lodging

City Manager Linda Ruffing gave a status update received from 4th District Supervisor Dan Gjerde regarding the restructure to the Countywide Business Improvement District lodging (BID).

The following was noted during discussion of this item:

* The City needs understand how our tax fits into the County's proposal.

* All cities in County have 10% TOT.

* The committee felt promoting tourism and the coastal trail in Fort Bragg was important.

* Dave Turner would support 1.5% increase with .5 % to coastal trail maintenance.

* Doug Hammerstrom asked have we been approached by any lodging businesses. Dave Turner indicated not yet but the committee will need input from our local lodging establishments.

This item was referred to staff to bring to a Special FAC Meeting on March 26th at 1:30 PM and invite lodging establishments and Dan Gjerde.

MATTERS FROM COMMITTEE / STAFF

* Mayor Turner inquired about how the Town Hall project was coming along. Ruffing stated that it is still on track. The ADA button will be installed in a week or two and the dais will not be done for the March 9th City Council Meeting.

ADJOURNMENT

Chair Turner adjourned the meeting at 12:20 p.m.